



BIS Connection

Communicating with California's Professionals in Corrections and Parole

Business Information System
(BIS) Project
California Department of Corrections
and Rehabilitation

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BIS Project Update

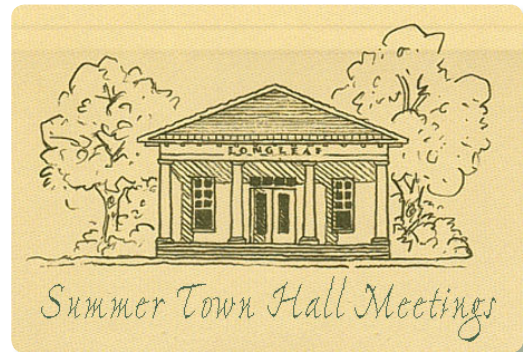
The Business Information Systems (BIS) project continues to move forward with its efforts to bring to the California Department of Corrections and Rehabilitation (CDCR) a Best Business Practice, Enterprise Resource Planning (ERP) solution to integrate, automate, and standardize the way we do business in Accounting, Budgets, Procurement, and Human Resources. The BIS Project team along with CDCR Subject Matter Experts (SME) is proud to announce that we accomplished many milestones over the last four months.

- ❖ May 5, 2006: The Request for Proposal (RFP) was released by the Department of General Services (DGS) to the vendor community.
- ❖ May 25, 2006: The Bidders Conference was hosted by DGS at the Ziggurat building in West Sacramento, California.
- ❖ June 12, 2006: The BIS team hit the road to interact with end users. Town Hall meetings were held at each adult and juvenile facility. Town Hall meetings were concluded in July 2006.
- ❖ Evaluation team members were selected trained and the evaluations of the Bidder Draft Proposal were initiated in June and concluded in August 2006.
- ❖ Bidder Confidential Discussions were initiated and concluded in August 2006.

Summer Town Hall Meetings

On June 12, 2006, the BIS Project Team initiated the Summer Town Hall Meetings. All adult institutions and juvenile facilities were visited. Approximately 766 end users attended. Thank you to all the Wardens and Superintendents for making staff available to participate in these meetings.

The BIS project team used an interactive approach for the Summer Town Hall meetings which incorporated participation by all attendees. Through this approach the BIS Project Team demonstrated how BIS will seamlessly connect with Accounting, Budget, Procurement, Contracts, and Human Resources. The workshop helped to demonstrate how processes will change and how efficiencies will be achieved.



Career Opportunities

The BIS Project Team will be recruiting in the near future for the following positions. Please refer to the CDCR Career Opportunities for internet users: <http://www.spb.ca.gov/wvpos/corrdeptlisting.cfm?dept=corrections>. For intranet users: http://intranet/HR/OPS/Jobs/JobBulletins/weekly_job.pdf

Permanent Full Time

Accounting Administrator I (Supervisor)
Associate Budget Analyst
Associate Business Management Analyst
Associate Personnel Analyst
Materials and Stores Supervisor
Office Technician

Personnel Services Supervisor II
Senior Accounting Officer
Staff Information Systems Analyst
Staff Services Manager I (Supervisor)
Staff Services Manager II
Training Officer I

The BIS Project Team currently has the following openings:

Data Processing Manager III
Staff Services Manager III
Staff Services Manager II/Accounting Administrator II

The BIS Project Team is located at Aerojet in Rancho Cordova. The facility is nestled in a campus-like setting with man-made streams, picnic tables, walking paths, showers, free parking, and light rail a short walk away.



BIS and the 21st Century Project

The BIS Project continues to meet with the 21st Century Project to mitigate project implementation issues. The 21st Century Project has tentatively scheduled the CDCR in the second wave of their project which should occur in Spring 2008. Final determination of implementation is dependent upon the selected solution. The BIS Project Managers attended the State Controller's Office 21st Century Stakeholders meeting in June 2006 and will be participating in the business process blueprinting workshops. BIS attended several 21st Century Blueprinting workshops to help identify business processes that are unique to CDCR.

Questions and Answers

The following questions were asked at the recent Summer Town Hall Meetings. The BIS Project Team thanks each one of you who took the time out of their busy schedule to participate.

Q: What plan and/or system will be put in place to ensure the updating of software and hardware to keep pace with new technology, organizational needs, and/or new mandates?

A: The BIS Project is a strategic effort for the Department and upon implementation will be managed as a program. Once the systems are in place and hardware procured, it will be included as part of the Department's hardware replacement strategy managed by Enterprise Information Services (EIS). Additionally, the BIS staff will be responsible for the continued updates, patches, and maintaining a close relationship with the chosen solution provider. The solution provider will support the solution for three years after the solution has been rolled out into production, with another two-year option to renew. Both during that time and after, CDCR will have its own CDCR BIS support staff located at the CDCR HQ Data Center, as well as an on-site BIS IT Support person at every institution and facility. It is a requirement that the system be able to easily accommodate changes in laws, administrative regulations, and/or bargaining unit decisions impacting CDCR, so the system will correctly reflect the business rules of CDCR for years to come.

Q: How will vendors get paid on time?

A: The system will route all Stock Received Reports (SRR) electronically to the appropriate staff based on

the reengineered workflow. The automated process will reduce the amount of time needed to process and forward for payment the SRRs generated by each program area. This will ensure that the vendors get paid on time.

Q: Will the M&SS I be able to receive food without a paper trail?

A: Yes. The intent of BIS is to procure a system to minimize the use of paper and provide access to procurement transactions through integrated workflow. This will enable an M&SS I to electronically request a purchase and obtain approval, receive the goods purchased, and submit a stock received report for payment, thereby reducing paper trail associated with stock receipts.

Q: Will Food Services staff be able to notate temperature readings on Stock Received Reports for food that is being received by the institution?

A: All critical fields associated with stock receipts will be identified and captured during design phase of the BIS Project. This will enable us to have complete and accurate information required for effective decision making.

Q: When a P.O. is generated through Procurement, will we still receive a paper copy of the purchase order?

A: The BIS requirements included the ability to print a hard copy of any document that is generated by the system. Hard copies of purchase orders will need to be generated as the Department is required to submit copies of certain purchase orders to the Department of General Services. Additionally, the vendor will need to be sent a hard copy to initiate the purchase.

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Q: Will SRRs be computerized also; will we still do them manually?

A: The BIS requirements include the ability to generate SRRs within the system. The areas that typically receive goods (Receiving, Maintenance, and Food Services Warehouses in institutions/facilities) and program areas within Headquarters operations are within the scope of the BIS system. With BIS in place, SRRs need not be done manually.

Q: If no to the question, then how do we input or attach P.O. revisions, CSRRs, RSRs, and OSD forms?

A: Revisions to all data entry forms will be done through appropriate screens in the BIS system.

Q: Procurement requires information for miscellaneous reasons (bids, contracts, small business information, recycling); what if this information comes in incomplete or wrong. How will the Procurement Office be able to track this?

A: Data entry problems and errors can be reduced significantly by automating business processes and business rules. In addition, sophisticated management control procedures in BIS will ensure optimal tracking and data integrity.

Q: What does all this do for Food Services? Who will have access?

A: The system will allow Food Services to identify budget, track expenditures, generate purchase requests, receive goods at either the Support Warehouse or Food Dock, track inventory of recurring usage goods

(any food that is currently tracked using SLAMM), and order recurring usage goods from the Support Warehouse for use in the food operations area. Access will be provided to the Food Services Operation. The number of Food Services staff having access to the system will vary by institution or facility.

Q: Will the approval process be sequential or simultaneous? What is the number of stations for Plant Ops? We have six locations that do purchasing, one central Plant Ops location would definitely be cumbersome and slow us down.

A: Typical process workflow for the approval of documents is sequential. The number of stations in Plant Ops will vary by institution or facility and will reflect the institution's or location's needs.

Q: Will we still utilize FLSAs/998s?

A: With the automation of the time collection process, the mechanism for collecting this data will change. Specific methods will be identified once CDCR selects a solution and the design and development phase is initiated. In addition, the BIS will coordinate this effort with the State Controller's Office (SCO) 21st Century Project.

Q: Will BIS replace 'MIRS' reports?

A: Yes. The Management Information Retrieval System (MIRS) reports are generated through SCO's system. The system is being replaced by the 21st Century Project. BIS will interface with SCO and have the ability to generate reports.

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Contact the BIS Core Team Members...(Note New Phone Numbers)

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Q: Is the fact that SCC & CCC have camps and therefore operate differently being taken into consideration (i.e. camps not on WOTS – PPAS differently).

A: In identifying requirements and developing the solution, the operational business needs of the camps will be taken into consideration. The specifics will be determined during the design and development phase.

Q: Will the system be available on the Intranet or only on the Internet? What is “online”?

A: The BIS system will use the CDCR Wide Area Network (WAN) to send BIS data to and from the main BIS Server, hosted at Department of Technology Services (DTS) in Sacramento. It will be loaded on a production server at DTS. BIS end users will then connect to the BIS system using a web client (viewing the BIS information in Internet Explorer). With the BIS server being housed at DTS, which is outside the CDCR network, BIS end users must be “online.” Online refers to the ability of users to stay connected to the BIS system at all times.

Q: What type of connectivity will be needed for BIS and other systems planned for implementation? Cat5e network cabling?

A: We will have in place a high-bandwidth, performance-oriented network infrastructure that will ensure excellent system performance for CDCR. The current plan is to use fiber wiring and Cat5e or Cat6 structured cabling, connecting all BIS end user workstations.

Q: Will BIS have the capacity to have individuals outside of CDCR have electronic signature approval?

A: BIS will be capable of processing electronic signatures if we choose to implement this feature in our procurement module. We will make a final decision during our design phase of the project.

Q: How will BIS help with the survey (disposition of old equipment) process?

A: BIS will track assets based on the manufacturers' obsolete date. Automated processes will deliver end-of-life (ERP term for disposition of old equipment) functionality and will be based on business rules that we configure in the BIS system. For example, if a server is supposed to be good for 10 years, the system will notify you in 10 years that the obsolete date has been reached. IT staff can then check that server and

determine if it needs to be upgraded, replaced, or is just fine as it is.

Q: Are they going to use existing communication cable (fiber optics) in each facility?

A: The current IT infrastructure will be upgraded to increase the WAN bandwidth that will accommodate BIS demands for speed and response time. As part of this upgrade process, BIS will be running fiber to all buildings housing BIS end users and will run Cat5e or Cat6 cabling to all BIS end user workstations. The cabling will be the same for all facilities and institutions.

Please Submit Your Questions to:

BIS.Mailbox@cdcr.ca.gov

To learn more: On the CDCR Intranet, follow the link to the Business Information System (BIS) web page from the CDCR home page located under Feature Links or follow the links from the Financial Services Division (FSD) web page:

<http://intranet/FSD/BIS/BISHome.asp>



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